

Department of State

Foreign Affairs Officer

DEPARTMENT: Department Of State, Office of the Coordinator for Reconstruction and Stabilization

JOB ANNOUNCEMENT NUMBER: S/CRS-2009-0004

SALARY RANGE: 82,961.00 - 107,854.00 USD per year

OPEN PERIOD: Monday, December 01, 2008 to Monday, December 15, 2008

SERIES & GRADE: GS-0130-13/13

POSITION INFORMATION: Full-Time Term Appointment not-to-exceed 3 years

PROMOTION POTENTIAL: 13

DUTY LOCATIONS: 2 vacancies - Washington DC Metro Area, DC

WHO MAY BE CONSIDERED: Open to all U.S. citizens

MAJOR DUTIES:

The incumbent serves as a principal action officer on specific functional areas related to Strategic Communications and R&S, such as conflict assessment, whole-of-government planning and operations in Washington and the field, and the full range of operational activities when deployed.

Coordinates and supports interagency efforts to anticipate, devise and adopt frameworks to accelerate a transition to democracy and free-market economy and provide R&S assistance in compliance with law, regulation, and policy.

Devises, develops, implements and administers R&S strategic communication program segments designed to meet specific USG operational goals and objectives, including the design and oversight of local capacity building programs to assist host country governments to improve their public outreach/communications.

Provides leadership for the identification, research, analysis, and development of recommendations on all issues and matters relating to the critical areas assigned.

Advises management in specific areas and, recognizing where USG policies or resources are inadequate, recommends the USG position or approaches to be considered.

Identifies and studies policy issues which often require the participation and cooperation of other experts and offices within DoS and other federal agencies.

Plans, develops, and manages operations in assigned subject areas and integrates work from other expert analysts and specialists, both within and outside the USG.

Helps in the development of appropriate guidance and instruction; and prepares speeches, briefing/background papers, and statements/talking points as needed.

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